



GRAFTON PUBLIC LIBRARY

35 GRAFTON COMMON
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MINUTES

GRAFTON PUBLIC LIBRARY BOARD of TRUSTEES

Regular Meeting

Municipal Center Conference Room E

May 4, 2016 @ 7:00 p.m.

Present: Gary Beauchamp, Trustee; Douglas Bowman, Chair; Marilyn Cusher, Trustee; Beth Gallaway, Library Director; Diane Libbey, Co-Chair; Dana Wilson, Trustee; Aaron Vandesteen, Trustee; Cynthia Zarriello, Trustee

Excused:

Absent:

Guest(s): Dan Cusher, Friend of the Grafton Public Library

Call to Order. The meeting was called to order by Doug Bowman, Chair, at 7:03 p.m. in Conference Room A of the Municipal Center.

Review of Minutes. Motion was made to approve April 6, 2016's minutes as written by Diane Libbey, seconded by Cyndi Zarriello, and approved by all.

Bills to be Signed. Current and previously signed bills were presented for signatures, motion was made to accept bills as presented by Cyndi, seconded by Marilyn Cusher, and approved by all.

Old Business:

GRANT UPDATES

SHRAB Grant Update (Archives). Tabled.

LSTA Full STEAM Ahead Grant. Sarah Banister completed her mid-year report and provided 56 programs that served 1,8929 attendees!

- 18 Outreach Programs with Grafton Elementary Schools & Busy Bee Academy
- 15 Silly Science Sessions at UniBank
- 10 sessions of Preschool Storytime + Art
- 6 sessions of Friday Fun with Mr. Kim
- 5 Professional Development Programs attended by Library Staff
- 2 Animals Adventure Shows
- 1 Storytime at Willard House & Clock Museum
- 1 StoryWalk featuring *The Mitten* by Jan Brett

Sarah created 15 education kits that the Library can circulate to our local preschool partners. Each kit included books, hand-on materials that coincide with the kit's theme, and a short teacher's resource guide that lists the kits contents, a short song, finger play, or extension activity, and additional resources. The 15 kit themes include: Magnets: Push and Pull; Weather, Wind and Seasons; Measuring/Sizes/Weights; Colors; Healthy Body; Touch; Sound; Water Cycle; Sorting/Matching; Patterns and Sequencing; Building Materials/Engineering; Light and Shadow; Plants and Seeds; Music, Drumming, and Rhythm; and Animals

Attendance has been great; feedback has been great – this program is going really well. A method of tracking feedback as data is being worked on.

The Library received over \$1,000.00 in gifts in April. A new book cart was purchased with some of these funds.

M IIA Grant Update.

MPLCP Building Program/Grant Update. Beth Gallaway will e-mail all 70 pages of the document as an attachment to trustees; please review and provide Beth G. feedback.

PROJECT UPDATES

Capital Improvement Project (CIPC). Beth G. reported that during last night's Tuesday, April 5, 2016 Board of Selectmen meeting the CIPC presented their budget. The Library's request for RFID (self-check system) and patio were not in their budget for FY2017. Beth G. noted that there is a lease option for obtaining an RFID system. Trustees discussed looking for a grant, i.e. technology grant, security & prevention grant, etc.

ON-GOING AGENDA

Building.

Budget Update. An updated copy of the FY16 Budget was include in tonight's packet.

IT and Wi-Fi Update (ongoing). The firewall was installed; there were a few issues; everything was supposed to be working by Thursday, April 28, 2016. Akuity will be back on site May 5, 2016 to complete the wireless upgrade. Hopefully this should be all set by week's end and everything should be fully functional and up to date. Staff will have private wireless G-Mail accounts with the ability to go through the Town Hall's server.

Beth G. noted that she has been approached by an individual who will make a donation to extend wireless to the Common, branded as the Library.

The Friends Update. Dan Cushner, representing the Friends of the Grafton Public Library reported that:

- prize money for the Summer Reading Program has been approved
- there are approximately 127 registered members in the Friends; 14 new members gained from the Grafton News advertisement
- the Friends minutes are unavailable for tonight's meeting; Beth Patch will contact Elinor Tidman for a copy

- the Friends bylaws were discussed
- Wendy Reid, will provide fitness education to the upcoming Friends Annual Meeting on Friday, June 10, 2016. Dan will contact the Friends membership regarding this upcoming event

Landscaping Update (on going). Beth Patch will contact Bartlett Tree Service regarding the need for limb removal on trees.

Garden (on-going). We have five raised beds now; one specifically for the Children's Room. The beds are coming along well; beans, peppers, tomatoes, pumpkins, cucumbers, herbs, sun flowers, and more and more have been planted.

Book Drop. Replacing the existing book drops remain necessary due to water getting into one drop and sharp edges on another cutting staff; this was discussed in detail. Cyndi made a motion to spend up to \$6,000.00 out of State Aid money to replace the existing book drops; Marilyn seconded the motion, with Doug, Dana and Aaron in favor, and Gary Beauchamp opposed.

Noise Complaints. Tabled

Cushions Update (ongoing). Tabled

Air Conditioners. Tabled

Space Issues. Tabled.

State Aid.

REMINDERS

Storytellers Reminder. Storytellers air on Saturday mornings on GCTV and on demand at graftontv.org. Email your selections to graftonlibrary.ma@gmail.com and permission for specific books will be sought.

New Business:

2016 Jerome Wheelock Birthday Party. The 2016 Jerome Wheelock Birthday Party will be held on the same day as Grafton's Antique Show, June 18, 2016 from 2-4 pm.

May Town Meeting. Discussion was held around the 5 minute Library presentation which Cyndi and Doug put together for the upcoming May Town Meeting. Cyndi, Beth and Doug will continue to tweak the presentation prior to town meeting.

90th Anniversary Gala. Diane did contact the Inn regarding next year's gala, the owner conveyed that they would not want to get involved or take reservations until January. Gary did work on plans and plans to hold a two day event. Beth P. will assist Gary in moving this forward. A meeting will be held to begin this process.

501 (c) 3. Dana reported that the 501 (c) 3 Committee had their first meeting, meeting on Sunday at the Library. Membership includes Dana, Carrie Hogan, Rebecca Mahoney, and Perish Patel. Discussions include articles of organization and bylaws. Pending: articles needing

approval by the State; obtain EIN #; file form 1023; and focusing on completing paper work. Trustee's wondered what other libraries have done? Great job Dana.

Theft Issues. Beth G. noted that some money from the egg-hunt was found; however registers will be place at both desks. In the near future, more cameras will be installed. A new lock has been placed on closet and Staff Room.

Space Issues. Bottom line the Library has space issues, there is no space.

WALKABOUT

Library Walkabout. Beth P. reported that:

- Windows continue to need repair, scrapped and painted
- Metal railings at entrance need to be painted
- Cement on columns require inspection, possible preventive maintenance, and repair
- Cement debris at the outside of Boiler Room door should be removed
- Cigarette butts tossed throughout the grounds; dog droppings as well
- Sidewalk degrading outside Children Room's entrance due to overhang
- Grass should be treated with lime now

Marilyn and Beth P. will conduct the next Walkabout for May's meeting. (Trustees are encouraged to SeeClickFix these issues and any others that arise).

Policy Review:

Policy and Procedure Review. The Security Camera and Unattended Child Policy will be discussed at next month's meeting. The DRAFT Security Camera Policy will be submitted to Town Council for review.

Regarding security, panic buttons need to be installed at checkout desks. There should be a method on the Library phones to make an emergency announcement. Beth G. will speak with the chief, and discuss safety with staff – what does staff propose.

Director's Report: Please see February's 2016 Director's Report in this month's section of the Trustees' meeting manual. Trustees should read the Director's Report and let Beth G. know if there are any questions or concerns.

Staff. It is time to begin making plans for Staff Appreciation.

Upcoming Events.

Citizens Input. None

Adjournment:

At 9:00 p.m. motion was made to adjourn the meeting by Marilyn, seconded by Cyndi, with all in favor. The next meeting will be held on Wednesday, May 4, 2016 at 7:00 p.m.in Conference Room A of the Grafton Municipal Center.

Respectfully Submitted, Beth Patch, Recording Clerk

Attachments. March 2016 Agenda; February 2016 minutes; GPL Director's Report for February 2016; GPL February 2016 Circulation Statistics; Flyer from the Massachusetts Board of Library Commissioners on State Funding Cuts

DB/BG/bp